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SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
8 September 1976
1610 - 1650 hours

1. There were no additions to the agenda for 8 September 1976.
2. The Panel completed the competitive evaluation on GS-06's
(See evaluation sheet attached.)

3. ACTION : Promotion Recommendation -
[redacted] Secretary Steno, [redacted] /ORD
GS-06 to GS-07

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MAJORITY: Concurred in the recommendation. The Training
Officer was asked to talk with [redacted]
about resuming her shorthand training in
order that she might pass the Agency shorthand
test.

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4. ACTION : Quality Step Increase Recommendation
[redacted] Secretary Steno, [redacted] /ORD
GS-06, step 2 to GS-06, step 3

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MAJORITY: Concurred not to recommend approval. The Panel
members felt that her performance did not
exceed what she was being compensated for
at this time.

5. [redacted] asked [redacted] and [redacted] to consult with
[redacted] on how he would like to handle the secretarial vacancy in [redacted] /ORD
when [redacted] goes on maternity leave in November.

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6. ACTION : LWOP request for [redacted] Clerk Typist,
GS-04, [redacted] /ORD due to problems at home.

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MAJORITY: Concurred in granting four months of LWOP.
[redacted] requested that [redacted] inform
[redacted] about this action. [redacted]
DECIDED NOT TO GO ON LWOP AND SO NOTIFIED
SUPPORT BRANCH ON 9 SEPTEMBER 1976.)

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7. The Panel discussed the secretarial vacancies in [redacted] /ORD, [redacted] /ORD
and [redacted] /ORD. [redacted] reported there was a possibility of getting
one secretary from the Clerical Training Branch later on in September or
October.

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